

Message

From: Chalfant, Mark [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=8C1D644333F94EA2AFF756BE6469E5AD-CHALFANT, MARK]
Sent: 11/20/2015 11:28:25 PM
To: Portmess, Jessica [Portmess.Jessica@epa.gov]; Dean, Abigail [Dean.Abigail@epa.gov]; Naftz, Douglas [Naftz.Douglas@epa.gov]; Denawa, Mai [Denawa.Mai@epa.gov]; Hammond, Lauren [Hammond.Lauren@epa.gov]; Pickens, John [Pickens.John@epa.gov]; Agee, Erin [Agee.Erin@epa.gov]
CC: Madigan, Andrea [Madigan.Andrea@epa.gov]; Schefski, Kenneth [Schefski.Kenneth@epa.gov]; Bohan, Suzanne [bohan.suzanne@epa.gov]
Subject: New Attorney Training Follow-up Items
Attachments: Columbia_Falls--Contact_List_06.09.2015.docx; Elements of Proof Chart-Template_2015.11.20.docx

Hi all—

It was a pleasure to meet with you on November 5th to discuss getting organized as a government lawyer. An outline of the topics which we discussed may be found below. During our November 5th session, I promised to send you a template for a contact list which we discussed as valuable time-saving tool for getting and staying organized. Please find the template attached.

I am also attaching a Word version of the template for an elements of proof which appears in the new Fields Primer, which may be of interest to Part 22 practitioners.

Please let me know if you have any questions.

Cheers,
Mark

Getting Organized As a Lawyer: A Little Organization Goes A Long Ways

✓Organization Can Make or Break You as a (Government) Lawyer

Lack of support infrastructure typical in government practice

Importance of taking personal responsibility for being organized and meeting deadlines

Region 9 CAFO example

✓Use of Contact List

Time saver

Include "Subject to Privacy Act" disclaimer if you include home/personal cell #'s

Template for contact list

✓Managing Deadlines – Part 22 Prehearing Order

Tickler system

--Case-specific sheet

--Calendar

Importance of redundant systems

Extensions

Motions for enlargement of time

Ask well in advance of filing deadline

✓Creating & Maintaining Part 22 Case Files

Paper versus electronic

Use of 5-part folders

5 sections for pleadings folder (post-filing)

--PO Orders & Part 22

--Complaint, Answer

--Penalty assessment & ERP/Penalty Policy

--Outgoing Correspondence (Complainant EPA)

--Incoming Correspondence (Respondent)

--Motion Practice (separate file)

Try to use the same system from case to case, file to file

What about email? --Whether to print copy to add to hard copy case file depends on content

Example: Email transmitting penalty assessment information

✓Other Tips

Use of email to memorialize important discussions (date stamp feature)

✓Topics for Future Sessions

Mark A.R. Chalfant

Attorney

Legal Enforcement Program

Office of Enforcement, Compliance and Environmental Justice | U.S. EPA Region 8

303.312.6177 | chalfant.mark@epa.gov

This email is for the intended recipient only and may contain material that is privileged and/or confidential. If you believe you have received this email in error, please notify the sender. Thank you.